



<https://jobtalent.jobcitylive.com/job/myntra-recruitment-2023-private-jobs-free-job-alert-office-staff-post/>

## Myntra Recruitment 2023 – Private Jobs – Free Job Alert – Office Staff Post

**Hiring organization**  
Myntra

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
May 16, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Myntra Recruitment 2023

We are currently seeking a motivated and organized individual to join our team as an Office Staff member at Myntra. As an Office Staff member, you will be an integral part of our office operations, providing support to various departments and ensuring efficient functioning.

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### Jobs Near Me

### Responsibilities:

1. Assist with general administrative tasks, including managing emails, filing documents, and organizing office supplies
2. Coordinate and schedule meetings, appointments, and travel arrangements for employees
3. Support different departments with data entry, report generation, and maintaining records accurately

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## **Myntra Careers**

### **Skills:**

1. Excellent communication and interpersonal skills
2. Strong organizational and multitasking abilities
3. Proficiency in Microsoft Office Suite and basic computer skills

### **Important Links**

**Find the Link in [Apply Now](#) Button**

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